Course Title: Army Records Information Management System

Dates/hours: 08 Nov 05: 0900-1100
                10 Nov 05: 1300-1500
                07 Feb 06: 0900-1100
                09 Feb 06: 1300-1500
                02 May 06: 0900-1100
                04 May 06: 1300-1500
                23 May 06: 0900-1100
                08 Aug 06: 0900-1100
                10 Aug 06: 1300-1500

Location: Fort Detrick, Bldg 1520, Computer Room 3.
Place the date/time requested in block 18 on your DD form 1556.

Registration Deadline(s): 1 week prior to date desired.

Cost: $0

Vendor: Garrison Records Manager

Description: The class will introduce the new, electronic Army Records Information Management System (ARIMS), which replaces MARKS, and was designed to enhance/automate the Army recordkeeping process. This training will help the record keeper to define the key design features in ARIMS, and will provide the user a better understanding of how to navigate and operate the system. It is divided into sections, each one dealing with a specific ARIMS module so that it will be easier to understand. Each section of the training application has a series of example screens for demonstrating a capability or functionality.

**Attendees should be registered in ARIMS before attending the class, and bring their User ID and password with them.

Benefits: The training will provide insight into the purpose of Army recordkeeping, which is to properly manage information from its creation through final disposition, according to Federal laws and Army recordkeeping requirements.

Who should attend: For all Fort Detrick Army Garrison and Army tenant organization record keepers.

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884, E-Mail: USAGDCTEE@det.amedd.army.mil

How to nominate and apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to Bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in block 18. Training Coordinators must add billing information in Blocks 27 and 37. Do not attend unless you have received confirmation from the course manager prior to the start of the course. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training coordinator if you have not received confirmation two weeks prior to the class starting date.

Notes: Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc.)